

RESPONSE & COUNTERCLAIM TO A DIVORCE/LEGAL SEPARATION— MILWAUKEE COUNTY

FILING FEES

- **\$0**

SERVICE FEES (\$0, with an approved fee waiver)

- **\$60** - for personal service by Milwaukee County Sheriff

FORMS AND COPIES NEEDED

- Response and Counterclaim (*4 copies*)
- Are there disagreements on children, automobiles, bills, housing, etc? Do you need a court order to help resolve that?
 - If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief with/without Minor Children (*6 copies*)
- Petition for Waiver of Fees, if applicable

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring proof of a month's worth of income or public benefits.
2. **Room G-9—Legal Resource Center** – will assist in printing proof of FoodShare (**Quest card does not qualify as proof**).
3. **Room 609—Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE (if needed), & SERVE PAPERS (required)

1. Judge's Courtroom: _____

- File paperwork with clerk
2. If Temporary Order hearing requested:
 - a. **Room 707- Family Court Commissioner**
 - File paperwork with Clerk to receive a court date.
 - b. **Room 101- Child Support Services**
 - Drop off copy with Child Support Services
 - c. The other party *must be personally served* within 5 business days of the hearing.
 - **Room 102, Safety Building—Sheriff's Department:** if the other party lives in Milwaukee County Or, private process server
 - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that County or a private process server to arrange service
 3. If **NO** Temporary Hearing requested:
 - Mail a copy of the **Response & Counterclaim Certified Mail, Return Receipt Requested** to your spouse.
 - Complete an Affidavit of Mailing



This document was created by the
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